

## Milestone 1: Set up your account

### Activity 1: Sign up for a Zoho Books account and Login

Profile

snehalkaware5  
snehalkaware5@gmail.com

First Name \*  
Snehal

Last Name  
Kaware

Display Name  
snehalkaware5

Gender  
Female

Country/Region  
India

State  
Maharashtra

Language  
English

Time zone  
(GMT +05:30) India Standard Time (Asia/Kolkata)

Save Cancel

ORGANIZATIONAL DETAILS

Organization Name\*  
TechPro Solutions

Industry  
Services

Organization Location\*  
India

State/Union Territory\*  
Tamil Nadu

+ Add Organization Address

REGIONAL SETTINGS

Currency\*  
INR - Indian Rupee

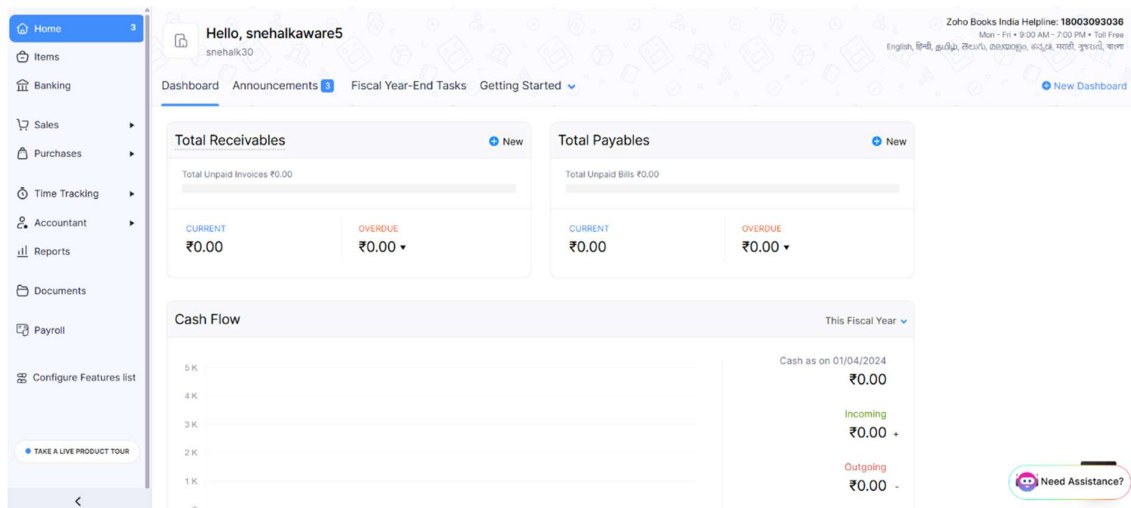
Language\*  
English

Time Zone\*  
(GMT 5:30) India Standard Time (Asia/Kolkata)

Is this business registered for GST? Yes

33AAAAA0000A15Z

### Activity 2: Introduction



In this activity, we familiarised ourselves with all the tabs under Zoho books.

### Activity 3: Lets get startered

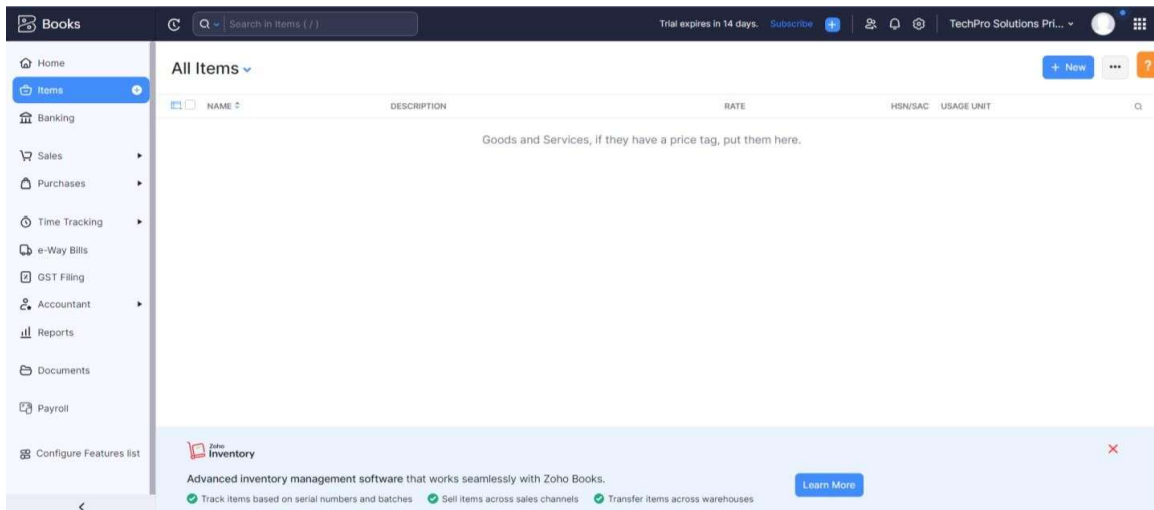
Lets Assume Techpro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
2. Software Development – Selling Price Rs. 20,000/- per Hr.
3. Web Maintainence – Selling Price Rs. 30,000/- per Hr.
4. Cloud Services – Selling Price Rs. 15,000/- per Hr.
5. Cybersecurity – Selling Price Rs. 10,000/- perHr.

Output GST @ 18% is applicable for all the above service

## Milestone 2: Products/Service Creation:

### Activity 1: Creation



Here we create our first item/service creation which is management consulting. By going to **“Items”** from the Navigation Panel and clicking on **“+ New”** Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998311)
- Sale Price
- Tax Rate

After providing all the required details click on save.

## Activity 2: Rewiew of Items after Addition

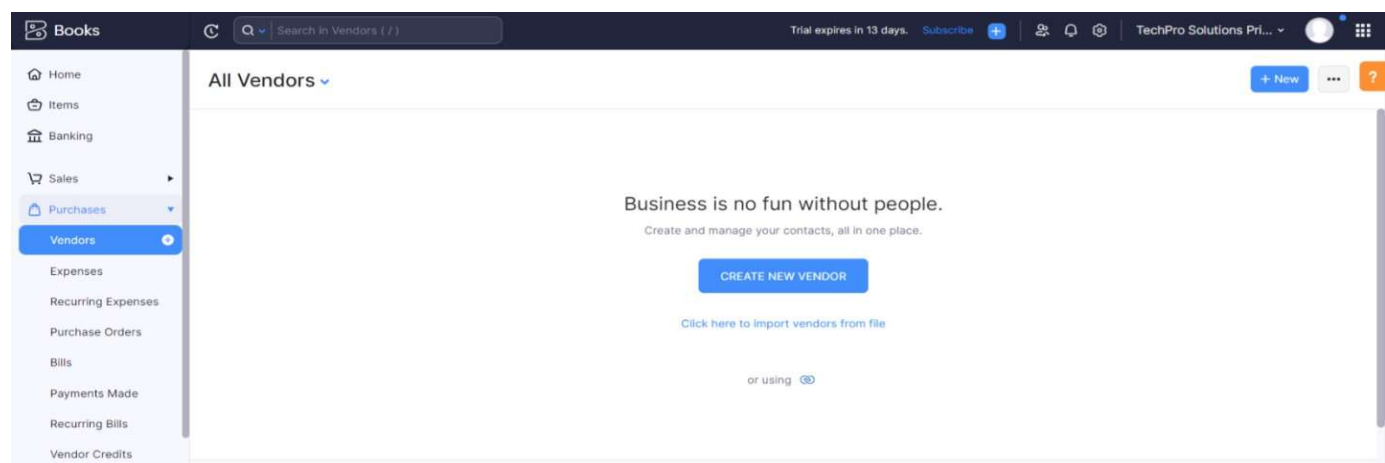


## **Activity 1: Vendors Creation**

The following are the list of vendors form which various Products and Services are purchased:

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud
4. Comcast Telecom and Internet
5. Randstad Technologies

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:

This screenshot shows the 'New Vendor' form in the Books application. The form is divided into two main sections: 'Primary Contact' and 'Other Details'. The 'Primary Contact' section includes fields for Salutation, First Name (filled with 'Juniper Netv'), Last Name, Company Name (filled with 'Juniper Networks'), Vendor Display Name\* (filled with 'Juniper Networks'), Vendor Email (filled with 'junipernetworks@gmail.com'), and Vendor Phone (with sub-fields for Work Phone and Mobile). The 'Other Details' section includes tabs for Address, Contact Persons, Bank Details, Custom Fields, Reporting Tags, and Remarks. Below these tabs are fields for GST Treatment\* (filled with 'Registered Business - Regular'), GSTIN / UIN\* (filled with '33AAAAA0000A1Z5'), PAN (filled with 'AAAAA0000A'), and Source Of Supply\* (filled with '[TN] - Tamil Nadu'). A 'Get Taxpayer details' link is also present.This screenshot shows the bottom section of the 'New Vendor' form in the Books application. It includes fields for Currency (filled with 'INR - Indian Rupee'), Opening Balance (filled with 'INR'), Payment Terms (filled with 'Due on Receipt'), TDS (filled with 'Payment of contractors for Others - [2 %]'), Enable Portal? (with a checkbox for 'Allow portal access for this vendor'), and Portal Language (filled with 'English'). There is a link to 'Add more details' and 'Save' and 'Cancel' buttons at the bottom.

## Activity 2: Review of Vendors List

The screenshot displays the 'Books' application interface. On the left, a sidebar menu lists various categories: Home, Items, Banking, Sales, Purchases, Vendors (highlighted), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main content area is titled 'Randstad Technologies' and includes tabs for Overview, Comments, Transactions, Mails, and Statement. The 'Overview' tab is active, showing a list of vendors on the left and a detailed profile on the right. The profile includes contact information, address, and other details. A 'Payables' section shows a table with columns for Currency, Outstanding Payables, and Unused Credits. An 'Expenses' chart is also visible at the bottom right.

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

The screenshot displays the 'Books' application interface, specifically the 'Active Vendors' list. The sidebar menu is the same as in the previous screenshot. The main content area shows a table of active vendors with columns for Name, Company Name, Email, Work Phone, Source of Supply, Payables (BCY), and Unused Credits (BCY). The table lists five vendors: Randstad Technologies, Comcast Telecom and Internet, IBM Cloud, Amazon Web Services, and Juniper Networks.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Randstad Technologies	Randstad Technologies	Randstad@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Amazon Web Services	Amazon Web Services	aws@gmail.com		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Juniper Networks	Juniper Networks	junipernetworks@gmail...		Tamil Nadu	₹0.00	₹0.00

Here we successfully created all the vendors that are:

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud
4. Comcast Telecom and Internet
5. Randstad Technologies

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Techpro solutions has raised below purchase orders from the vendors :

1. 05-04-2023 Juniper Networks- Networkig Equipment- Qty 200 @ Rs.1000/- each GST @ 18%

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order>Create New> Provide the respective details as shown below:

The screenshot displays the Zoho Books interface for creating a purchase order. The top section, titled 'Edit Purchase Order', contains fields for Vendor Name (Juniper Networks), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAAA0000A1S2), Source of Supply (Tamil Nadu), and Destination of Supply (Tamil Nadu). Below these are fields for Delivery Address (Organization: jaykumar9788, Tamil Nadu, India), Purchase Order Number (PO-0001), Reference#, Date (05/04/2023), Delivery Date (dd/MM/yyyy), and Payment Terms (Due On Receipt). The bottom section, 'Item Table', shows a table with columns for Item Details, Account, Quantity, Rate, Tax, and Amount. A single item is listed: Networking Items, Cost of Goods Sold, 200, 1000, GST18 (18%), and 2,00,000.00. To the right of the table is a summary section with Sub Total (2,00,000.00), Total Quantity (200), Discount (0.00), COSTS (18,000.00), GSTS (18,000.00), Total Tax Amount (36,000.00), TDS (0.00), and Total (₹) 2,36,000.00. The interface includes a left navigation panel with options like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, and Reports. The top bar shows the Zoho Books logo, search bar, trial status (12 days), and user profile.

**Edit Purchase Order**

Vendor Name\* Juniper Networks

BILLING ADDRESS SHIPPING ADDRESS

GST Treatment: Registered Business - Regular

GSTIN: 33AAAA0000A1S2

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Delivery Address\* Organization Customer

Organization: jaykumar9788

Tamil Nadu

India

Change destination to deliver

Purchase Order\* PO-0001

Reference#

Date 05/04/2023

Delivery Date dd/MM/yyyy

Payment Terms Due On Receipt

Shipment Preference Choose the shipment preference or type to add

Save Save and Send Cancel

**Item Table**

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Networking Items	Cost of Goods Sold	200	1000	GST18 (18%)	2,00,000.00

Sub Total 2,00,000.00

Total Quantity: 200

Discount 0.00

COSTS (18%) 18,000.00

GSTS (18%) 18,000.00

Total Tax Amount 36,000.00

TDS 0.00

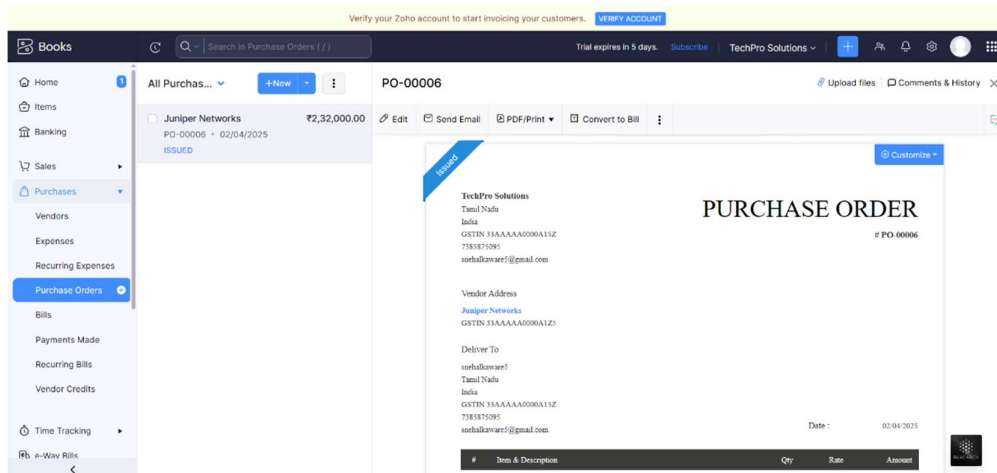
Adjustment 0.00

Total (₹) 2,36,000.00



## Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark the PO as “Convert to Bill” to convert the same as bill entry:



## Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

1. 05-04-2023 Cloud Database- Amazon Web Services- Rs.50,000/- pm GST @ 18%
2. 05-04-2023 Cloud Database- IBM Cloud- Rs.1,00,000/-pm GST @ 18%

To create direct purchase invoices for the above transaction from navigation panel go to :

Purchases > Bills > Create New > Enter the details > Click on Save Open

Books

Q Search in Bills ( / )

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

New Bill

Vendor Name\*

Amazon Web Services

X

Q

INR

Amazon Web Service...

BILLING ADDRESS

+ New Address

GST Treatment: [Registered Business - Regular](#)

GSTIN: 33AAAAA0000A1S2

Source of Supply\*

[TN] - Tamil Nadu

Destination of Supply\*

[TN] - Tamil Nadu

BILL\*

02

Order Number

Bill Date\*

05/04/2023

Due Date

05/04/2023

Payment Terms

Due On Receipt

☐ This transaction is applicable for reverse charge

Subject

Enter a subject within 250 characters

Save as Draft Save as Open Cancel

Activate Windows

Go to Settings to activate Windows.

PDF Template: Standard Template Change Make Recurring

Books

Q Search in Bills ( / )

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Item Table

Tax Exclusion

At Transaction Level

Bulk Actions

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 (18%)	Select Customer	50,000.00
<div>Service SAC: Update</div> <div>Digitize For ITC</div>						
<div>Add New Row</div>						
Sub Total						50,000.00
Discount						0.00
Apply after tax						
CGST9 (9%)						4,500.00
SGST9 (9%)						4,500.00
Total Tax Amount						9,000.00 INR
TDS TCS Professional Fees 10%						-5,000.00
Adjustment						0.00
Total ( ₹ )						54,000.00

Save as Draft Save as Open Cancel

Activate Windows

Go to Settings to activate Windows.

PDF Template: Standard Template Change Make Recurring

## Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts paid through the bank account.

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

n-Wave Bills

Verify your Zoho account to start invoicing your customers. [Verify Account](#)

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TechPro Solutions

03

Search in Bills ( / )

Upload files

Comments & History

All Bills

+New

03

05/04/2023

Record Payment

Juniper Networks

03

05/04/2023

₹2,36,000.00

OVERDUE BY 728 DAYS

IBM Cloud

03

05/04/2023

₹1,08,000.00

OVERDUE BY 728 DAYS

Amazon Web Services

02

05/04/2023

₹54,000.00

OVERDUE BY 728 DAYS

OVERDUE

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A15Z

7181875095

snehakavare5@gmail.com

BILL

Bill# 03

Release Due

₹2,36,000.00

Bill Date :

05/04/2023

Due Date :

05/04/2023

Terms :

Due On Receipt

Bill From

Juniper Networks

GSTIN 33AAAAA0000A1Z5

#	Item & Description	Qty	Rate	Amount
1	Networking Equipment	200.00	1,000.00	2,00,000.00

Sub Total

2,00,000.00

## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd.
2. DigitalEdge Technologies Pvt Ltd..
3. SmartTech Innovations Pvt Ltd.
4. ApexTech Consultants

Firstly, we create a customer account: By going to SALES>CUSTOMERS>CREATE NEW CUSTOMERS and follow the same for the next customers.

**Edit Customer**

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation:  TechWise Solutions P Last Name:

Company Name:  TechWise Solutions Pvt Ltd

Display Name\*:  TechWise Solutions Pvt Ltd

Email Address:

Phone:  Work Phone  Mobile

**Other Details** | Address | Contact Persons | Custom Fields | Reporting Tags | Remarks

GST Treatment\*:  Registered Business - Regular

GSTIN / UIN\*:  33AAAA000A162 [Get Taxpayer details](#)

Business Legal Name:

Business Trade Name:

Place of Supply\*:  [TN] - Tamil Nadu

PAN:  AAAAA000A

Tax Preference\*: ☒ Taxable ☐ Tax Exempt

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

## Activity 2: Review the Customers List

This screenshot shows the detailed profile of a customer named 'ApexTech Consultants'. The interface includes a sidebar with navigation options like Home, Items, Banking, Sales, Customers, Quoties, Sales Orders, Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main content area is divided into sections: Overview, Comments, Transactions, Mails, and Statements. The 'Overview' section displays the customer's name, a profile picture, and a list of addresses (Billing, Shipping, and Other). It also shows 'OTHER DETAILS' such as Customer Type (Business), Default Currency (USD), GST Treatment (Overseas), PAN (AAAAA0000A), and Portal Status (Disabled). A 'CONTACT PERSONS' section at the bottom indicates that no contact persons are found. On the right, there are sections for 'Receivables' showing a summary of outstanding receivables and unused credits, and an 'Income' chart for the last 6 months. A trial expiration notice and a 'New Transaction' button are visible at the top right.

**ApexTech Consultants**

**Overview** | Comments | Transactions | Mails | Statements

**ApexTech Consultants**

**ADDRESS**

**Billing Address**  
No Billing Address - > New Address

**Shipping Address**  
No Shipping Address - > New Address

**OTHER DETAILS**

Customer Type: Business  
Default Currency: USD  
GST Treatment: Overseas  
PAN: AAAAA0000A  
Portal Status: Disabled  
Portal Language: English

**CONTACT PERSONS**

No contact persons found.

**Receivables**

CURRENCY	OUTSTANDING RECEIVABLES	UNUSED CREDITS
USD- United States Dollar	\$0.00	\$0.00
<b>TOTAL (INR)</b>	<b>₹0.00</b>	<b>₹0.00</b>

**Income** (This chart is displayed in the organization's base currency)

Last 6 Months

**Total Income (Last 6 Months) : ₹0.00**

Activate Windows  
Go to Settings to activate Windows.

This screenshot displays the 'Active Customers' list in the Books application. The sidebar is identical to the previous screenshot. The main content area shows a table with columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The table lists four customers: ApexTech Consultants, SmartTech Innovations Pvt Ltd, DigitalEdge Technologies PVT LTD, and TechniSe Solutions Pvt Ltd. All customers have a 'Tamil Nadu' place of supply and zero receivables and unused credits. A 'New' button is located at the top right of the table. A trial expiration notice and an 'Activate Windows' message are also present.

**Active Customers**

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
ApexTech Consultants	ApexTech Consultants				₹0.00	₹0.00
SmartTech Innovations Pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹0.00	₹0.00
DigitalEdge Technologies PVT LTD	DigitalEdge Technologies PVT LTD			Tamil Nadu	₹0.00	₹0.00
TechniSe Solutions Pvt Ltd	TechniSe Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Activate Windows  
Go to Settings to activate Windows.

## Milestone 6: Sales

### Activity 1: Sales Order Creation

Tech Pro Solutions received below Sales Order from the mentioned Customer:

1. 10/04/2023 Digital Edge Technologies PVT Ltd - 100 Hrs of IT Consultation - paid through bank on 25/04/2023

To Create Sales Order from navigation panel go to :

Sales > Sales Order > Create New and fill the necessary fields > Save > Mark as Confirmed

The screenshot shows the 'New Sales Order' form in the Books application. The form is divided into several sections for data entry:

- Customer Name:** Digital Edge Technologies PVT Ltd
- BILLING ADDRESS:** Home Address
- SHIPPING ADDRESS:** New Address
- GST Treatment:** Registered Business - Composition
- GSTIN:** 33MAAA80041N2
- Place of Supply:** [TN] - Tamil Nadu
- Sales Order#:** SO-00004
- Reference#:**
- Sales Order Date:** 10/04/2023
- Expected Shipment Date:** dd/MM/yyyy
- Payment Terms:** Due On Receipt
- Delivery Method:** Select a delivery method or type to add
- Salesperson:** Select or Add Salesperson

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible on the right side.

The screenshot shows the 'Item Table' section of the 'New Sales Order' form. It contains a table with columns for ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT.

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
IT Consulting	100	10000	GST18 (18%)	10,00,000.00
Hrs				
Return transactions				
	1.00	0.00	GST18 (18%)	0.00

Below the table, there are buttons for 'Add New Row' and 'Add Items in Bulk'. To the right, a summary section shows:

- Sub Total:** 10,00,000.00
- Discount:** 0.00
- GST19 (18%):** 90,000.00
- GST19 (18%):** 90,000.00
- TDS:** Select a Tax
- Adjustment:** 0.00
- Total (₹):** 11,80,000.00

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible on the right side.

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:

The screenshot shows the Zoho Books interface with a sidebar on the left containing navigation options like Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area displays a Sales Order (SO-00001) for DigitalEdge Technologies Pvt. Ltd. with a total value of ₹11,80,000.00. The order is confirmed and ready for conversion to an invoice. The order details include the customer's name, address, GSTIN, and the order date (10/04/2023). The item table shows one item: IT Consulting, with a quantity of 100.00 and a rate of ₹10,000.00, totaling ₹10,00,000.00.

## Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in cash.

1. 20-04-2023 Smart Tech Innovations Pvt Ltd- 50Hrs for Software Development\_TDS@10%
2. 20-04-2023 Tech Wise Solutions Pvt Ltd – 50Hrs for Web Maintainence\_TDS@10%
3. 20-04-2023 Apex Tech Consultants- 50Hrs for Cloud Services

To Create new invoice from navigation panel go to :

Sales > Invoice > Create New and add the customer details and item details in the respective fields > Click on Save as Draft > Mark Sent.

The screenshot shows the Zoho Books interface with the 'Edit Invoice' form. The form is pre-filled with customer details for TechWise Solutions Pvt Ltd. The invoice number is INV-000002, the order number is blank, the invoice date is 20/04/2023, and the terms are 'Due On Receipt'. The due date is 20/04/2023. The form also includes fields for the salesperson and a subject. The item table is empty. The bottom of the form has buttons for 'Save', 'Save and Send', and 'Cancel'. The total amount is ₹16,20,000.00.

**Books** Search in Invoices ( / ) Trial expires in 12 days. [Subscribe](#) TechPro Solutions + A 🔍 🌐 👤 ⚙️

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[Items](#)  
[Banking](#)  
[Sales](#)  
[Customers](#)  
[Quotes](#)  
[Sales Orders](#)  
[Delivery Challans](#)  
[Invoices](#)  
[Payments Received](#)  
[Recurring Invoices](#)  
[Credit Notes](#)  
[Purchases](#)  
[Time Tracking](#)  
[e-Way Bills](#)  
[GST Filing](#)  
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**Item Table**

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance	50	30000	GST18 [18%]	15,00,000.00
Add a description to your item				
Recent Transactions				

Invoice SAC: 999319

[Add New Row](#) [Add Items in Bulk](#)

**Sub Total** 15,00,000.00

Discount 0 % 0.00

GST9 [9%] 1,35,000.00

SGST9 [9%] 1,35,000.00

☒ TDS ☐ TCS Professional ... - 1,50,000.00

Professional Fees 10%

Adjustment 0 0.00

**Total ( ₹ )** 16,20,000.00

Customer Notes

Thanks for your business.

Will be displayed on the Invoice

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Attach File(s) to Invoice

[Upload File](#)

You can upload a maximum of 10 files, 10MB each

[Save](#) [Save and Send](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows  
Total Amount: ₹ 16,20,000.00  
Total Quantity: 50

## Activity 4: Recording of Export Invoice

Create the Invoice normally and charge the Invoice, it will automatically convert the Rs. to USD.



Books

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**New Invoice**

Customer Name\* ApexTech Consultants USD

BILLING ADDRESS + New Address SHIPPING ADDRESS + New Address

GST Treatment: Overseas

Invoice#\* INV-000009

Order Number

Invoice Date\* 20/04/2023 ⚠ Terms Due On Receipt Due Date 20/04/2023

Salesperson Select or Add Salesperson

☐ I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject Let your customer know what this Invoice is for

(As on 2023-04-20: 1 USD = 82.14227 INR)

Item Table Scan Item Bulk Actions

Save as Draft Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
[Make Recurring](#) Total Amount: \$ 0.00 Total Quantity: 0

Books

Search in Invoices ( / )

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(As on 2023-04-20: 1 USD = 82.14227 INR)

**Item Table** Scan Item Bulk Actions

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service <small>Add a description to your item</small>	50 Hrs	182.61	IGST0 [0%]	9,130.50
<small>Items [SAC: 999213]</small>				
<small>Type or click to select an item.</small>	1.00	0.00	Select a Tax	0.00

[Add New Row](#) [Add Items in Bulk](#)

Sub Total 9,130.50

Discount 0 % 0.00

IGST0 [0%] 0.00

☒ TDS ☐ TCS Select a Tax -0.00

Adjustment 0.00

**Total ( \$ ) 9,130.50**

Customer Notes  
Thanks for your business.  
Will be displayed on the invoice

Terms & Conditions Attach File(s) to Invoice

Save as Draft Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
[Make Recurring](#) Total Amount: \$ 9,130.50 Total Quantity: 50

## Activity 5: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

Verify your Zoho account to start invoicing your customers. [VERIFY ACCOUNT](#)

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**Home** 1 **All Invoices** + New ⋮ **INV-000004** Upload files Comments & History ×

**Sales** ▼

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices** 0
- Payments Received
- Recurring Invoices
- Credit Notes

**Purchases** ▶

**Time Tracking** ▶

**n-Way Bills** ◀

**OVERDUE**

- ☐ DigitalEdge Technologies P... ₹11,80,000.00  
INV-000005 • 10/04/2023 • 50-00001  
**OVERDUE BY 723 DAYS**
- ☐ ApexTech Consultants \$9,130.50  
INV-000004 • 20/04/2023  
**OVERDUE BY 713 DAYS**
- ☐ TechWise Solutions Pvt Ltd ₹16,20,000.00  
INV-000003 • 20/04/2023  
**OVERDUE BY 713 DAYS**
- ☐ SmartTech Innovations Pvt... ₹10,80,000.00  
INV-000002 • 20/04/2023  
**OVERDUE BY 713 DAYS**

**TechPro Solutions**  
Tamil Nadu  
Toda  
GSTIN: 33AAAAA0000A15Z  
7183875095  
seshakavare5@gmail.com

**TAX INVOICE**

# : INV-000004  
Invoice Date : 28/04/2023  
Terms : Due On Receipt  
Due Date : 28/04/2023

Place Of Supply : Tamil Nadu (13)

Bill To :  
ApexTech Consultants  
GSTIN: 33AAAAA0000A15Z

Ship To :  
GSTIN: 33AAAAA0000A15Z

#	Item & Description	HSN/SAC	Qty	Rate	%	Amr	%	Amr	Amount
1	Cloud Services	998113	30.00 Hrs	182.61	0%	0.00	0%	0.00	9,130.50

Total In Words: *United States Dollar Nine Thousand One Hundred Thirty and Fifty Cents*

Sub Total: 9,130.50  
CGSTO (0%): 0.00  
SGSTO (0%): 0.00  
**Total: \$9,130.50**

Notes: ...

## Milestone 7: Bank Account

### Activity 1: Adding Bank Account

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Add Bank or Credit Card

Select Account Type\*

Bank

Credit Card

Account Name\*

ICICI Bank-001

Account Code

Currency\*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

Make this primary

Save

Cancel

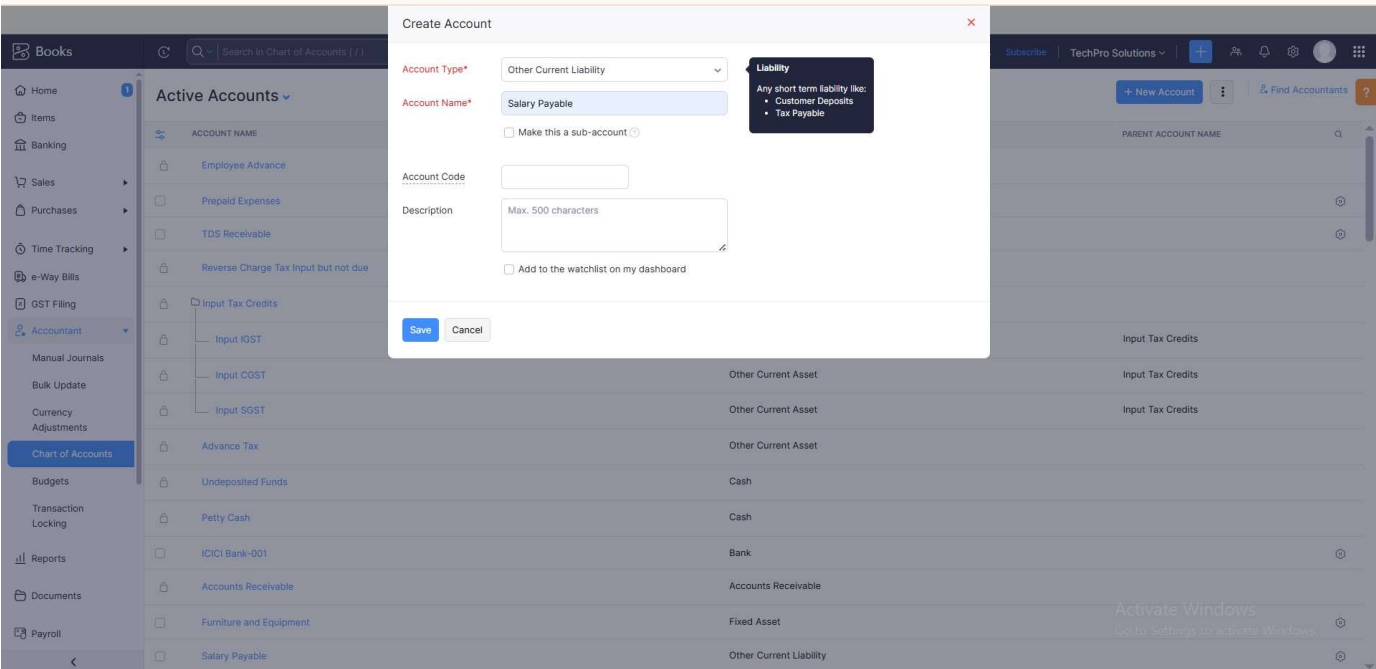
## **Milestone 8: Accounts & Ledgers**

### **Activity 1: Creation of New Accounts/Ledgers:**

There will be pre-created Accounts in the Zoho books we need to create the additional Accounts as

per our requirement.  
We Create these Ledgers:

- 1. Salary Payable
- 2. Rent Payable under Other Current Liabilities



## Milestone 9: Journal Entries:

### Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

1. Employee salaries of total Rs.25,00,000/- paid through bank on 30<sup>th</sup> April 2023.

**Edit Journal**

Date\*: 30/04/2023  
Journal#: 1  
Reference#:   
Notes\*: Salary for the Month of April-2023  
Journal Type: ☐ Cash based journal  
Currency: INR- Indian Rupee

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Being Salary for the month of April-2023	Select Contact	2500000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.00	25,00,000.00
			0	0
Difference				0.00

Save Cancel

**Journals**

Status: All Jour... | All | 1

30/04/2023 ₹25,00,000.00 PUBLISHED

**JOURNAL #1**

Date: 30/04/2023  
Amount: ₹25,00,000.00  
Reference Number:   
Notes: Salary for the Month of April-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary for the month of April-2023			
Salary Payable			25,00,000.00
Being Salary for the month of April-2023			
Sub Total		25,00,000.00	25,00,000.00
Total		₹25,00,000.00	₹25,00,000.00

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- TDS @ 10%

**Edit Expense**

Date\*: 30/04/2023

Expense Account\*: Rent Expense

Amount\*: INR - 200000

Paid Through\*: Rent Payable

Expense Type\*: ☐ Goods ☒ Services

SAC:

Vendor:

GST Treatment\*: Registered Business - Regular

Vendor GSTIN\*: 33AAAAA0000A1S2 [Get Taxpayer details](#)

Source of Supply\*: [TN] - Tamil Nadu

Destination of Supply\*: [TN] - Tamil Nadu

Reverse Charge: ☐ This transaction is applicable for reverse charge

Tax\*: GST18 [18%]

Tax Amount = 36000.00 INR

Buttons: Save (ctrl+S), Save and New (ctrl+N), Cancel

Activate Windows: Go to Settings to activate Windows.

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

**Edit Expense**

Date\*: 30/04/2023

Expense Account\*: Other Expenses

Amount\*: INR - 5000

Paid Through\*: Petty Cash

Expense Type\*: ☐ Goods ☒ Services

SAC:

Vendor:

GST Treatment\*: Registered Business - Regular

Vendor GSTIN\*: 33AAAAA0000A1S2 [Get Taxpayer details](#)

Source of Supply\*: [TN] - Tamil Nadu

Destination of Supply\*: [TN] - Tamil Nadu

Reverse Charge: ☐ This transaction is applicable for reverse charge

Tax\*: GST0 [0%]

Tax Amount = 0.00 INR

Buttons: Save (ctrl+S), Save and New (ctrl+N), Cancel

Activate Windows: Go to Settings to activate Windows.


After recording the Expense Entries:



## For Vendor Payment:

ICICI Bank-001

Amount in Zoho Books  
₹0.00



No transactions, yet

statements and view

To import your bank statements:  
1. Log in to your bank's online banking portal.  
2. Download your bank statement in CSV or PDF format.  
3. Attach the downloaded file to this transaction.  
[Import Statement](#)

Supported File Formats: CSV, PDF

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor\*  
Amazon Web Services

Payment #\*  
1

Amount\*  
INR 54000

Date\*  
10/04/2023

Reference#

Paid Via  
Bank Transfer

Description  
Payment Made against bills

Clear Applied Amount

Bill Details  
02  
Due ₹54,000.00  
05/04/2023

Payment(INR)  
54000.00  
Pay in Full

## For Customer Payment:

ICICI Bank-001

Amount in Zoho Books  
₹-54,000.00

Dashboard  
Account Summary

0 Uncategorized Transactions  
From Bank Statements

All Transactions  
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSIT
10/04/2023		Vendor Payment Vendor: Amazon Web Services	Manually Added	

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer\*  
DigitalEdge Technologies PVT Ltd

Amount Received\*  
INR 1180000

Bank Charges (if any)

Date\*  
15/04/2023

Payment #\*  
1

Reference#

Received Via  
Bank Transfer

Description  
Amount Received Against Invoice

Retained Tax?  
☐

Clear Applied Amount

Invoice Details  
INV-000001

Payment(INR)  
1180000.00



Milestone 12: Financial Reports:

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Reports

Search reports

Configure Report Layout

General ReportsCustom Reports

Business Overview

Profit and Loss

Profit and Loss (Schedule III)

Horizontal Profit and Loss

Cash Flow Statement

Balance Sheet

Horizontal Balance Sheet

Balance Sheet (Schedule III)

Business Performance Ratios

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Chalan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Payments Received

Recurring Invoices

Payables

https://books.zoho.in/app/600223644618/reports/profitandloss?cash\_based=&compare\_entities=&compare\_with=&corporation\_tax\_return\_id=&custom\_report\_id=&filter\_by=&from\_date=&is\_recent\_period\_first=&previous\_periods=&select\_columns=&show\_rows=&to\_date=

Activity 1: Profit and Loss Account

Search in Customers ( / )

Trial exp

CustomCustomize ReportSchedule ReportExport As

TechPro Solutions Private Limited

Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	42,49,989.81
Total for Operating Income	42,49,989.81
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	38,99,989.81
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	11,94,989.81
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
Net Profit/Loss	11,93,626.56

Activity 2: Balance Sheet

Search in Customers ( / )

Custom

Customize Report

Schedule Report

Export As

Balance Sheet

Basis: Accrual  
As of 30/04/2023

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.56
Total for Assets	22,86,626.56
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	19,000.00
GST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

Activity 3: GST Reports

Q Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

Custom

Export As

GSTR-3B Summary

From 01/04/2023 To 30/04/2023

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹7,49,989.81	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹42,49,989.81	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Q Search in Customers (/)

Trial expires in 3 days. [Subscribe](#)

TechPro Solutions Pri...

GSTR-3B Summary

Export As

TechPro Solutions Private Limited

Tax Return

From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000001	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹15,00,000.00	₹0.00	₹1,35,000.00	₹1,35,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Activity 4: Journal Report

Q Search in Customers ( / )

Trial expires in 3 days. Subscribe

TechPro Solutions Pri...

Custom

Customize Report

Schedule Report

Export As

TechPro Solutions Private Limited		
Journal Report		
Basis: Accrual		
From 01/04/2023 To 30/04/2023		
<a href="#">+ Add Temporary Note</a>		
01/04/2023 - OWNERS CONTRIBUTION 1		
	DEBIT	CREDIT
ICICI Bank-001	1,00,000.00	0.00
Owner's Equity	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
05/04/2023 - BILL 02 (AMAZON WEB SERVICES)		
	DEBIT	CREDIT
Accounts Payable	5,000.00	0.00
Cost of Goods Sold	50,000.00	0.00
Input CGST	4,500.00	0.00
Input SGST	4,500.00	0.00
Accounts Payable	0.00	59,000.00

Activity 5: Accounts Receivable Aging Details

Q Search in Customers ( / )

Trial expires in 3 days. Subscribe

TechPro Solutions Pri...

Custom

Customize Report






Schedule Report

Export As

TechPro Solutions Private Limited							
AR Aging Summary By Invoice Due Date							
As of 30/04/2023							
<a href="#">+ Add Temporary Note</a>							
CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
SmartTech Innovations Pvt Ltd	₹0.00	₹10,80,000.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00
Total	₹0.00	₹10,80,000.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	

## Activity 6: Accounts Payable Aging Details



Q | Search in Customers ( / )

Trial expires in 3 days. [Subscribe](#)    TechPro Solutions Pri...  

Custom

Customize Report

Schedule Report

  Export As

X

TechPro Solutions Private Limited

AP Aging Summary By Bill Due Date






As of 30/04/2023

[+ Add Temporary Note](#)

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
IBM Cloud	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00
Total	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	



## Activity 7: TDS Payable & Receivable Reports

Q | Search in Customers ( / )

Trial expires in 3 days. [Subscribe](#)    TechPro Solutions Pri...  

Custom

Customize Report

  Export As

X

TechPro Solutions Private Limited

TDS Summary

Basis: Accrual

From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
Section 194 C Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
Section 194 J Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		



